

PERSONNEL ASSISTANT

CLASSIFICATION DEFINITION

Under limited supervision, the Personnel Assistant prepares and processes a variety of personnel documents and reports; coordinates various departmental personnel related activities and services; assists in carrying out professional level personnel activities; and performs related work as required.

This paraprofessional class is used in a central personnel department or in an assigned department. The Personnel Assistant assists professional staff in carrying out professional personnel duties in recruitment, classification and pay, labor relations, and affirmative action. In an assigned department, a Personnel Assistant serves as a coordinator and liaison between department staff, the central personnel department, and Merit System Services.

TYPICAL DUTIES

Duties may include, but are not limited to, the following:

- Oversees personnel functions; coordinates and provides liaisons with Merit System Services, the central personnel department, and the assigned department to ensure that timely and adequate recruitment and testing activities are carried out.
- Processes all staff evaluations and ensures accuracy and compliance with procedures.
- Prepares Personnel Action Forms and is responsible for orientation and induction of new hires.
- Assists in gathering information on classification study files.
- Maintains classification studies.
- Ensures classification manual is regularly updated.
- Assists with interpretation of County/Merit System Services rules to ensure timely processing of personnel actions.
- Participates in developing/updating performance standards.
- Advises staff of grievances and disciplinary actions, rules, and procedures.
- Prepares a variety of personnel reports for use by management staff.
- Assists County Personnel Department professional staff in carrying out recruitment and testing activities.
- Conducts routine recruitment.
- May sit as a panel member for oral examinations.
- Assists in coordination, administration, and proctoring of written and oral examinations.
- Coordinates the establishment, maintenance, and certification of Eligible Lists.

- Contacts candidates certified to an eligible list and assists with scheduling hiring interviews.
- Reviews a variety of personnel documents for accuracy and completion.
- Assists in compiling information for special studies.
- Advises operating department staff on the more routine personnel procedures and policies.
- Interprets personnel manual.
- Uses computers and common software packages to carry out assigned duties.
- May prepare and submit payroll information.
- May serve as backup Personnel Clerk.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Basic functions and the principles and practices involved in public or private personnel systems.
- Interviewing techniques for obtaining factual information.

Ability to:

- Understand, interpret, apply and explain personnel laws, rules, regulations and procedures.
- Give technical assistance to professional and management staff in personnel administration matters.
- Gather data and prepare reports.
- Coordinate a variety of personnel matters between a department, central personnel, and Merit Systems Services.
- Establish and maintain effective working relationships.
- Use computers and software related to assignments.

MINIMUM QUALIFICATIONS (Education and/or Experience)

EITHER

Three (3) years of full-time increasingly responsible clerical experience that included responsibility for checking documents for accuracy and conformance with established guidelines, and extensive public contact involving interpretation and explanation of departmental policy and procedure.

OR

One (1) year of full-time journey-level clerical experience **AND** completion of sixty (60) semester or ninety (90) quarter college units with an emphasis in business, human resources, or public administration.

DRIVER LICENSE REQUIREMENT

Some positions in this classification may require possession of a valid California driver's license. Employees who drive on County business to carry out job-related duties must possess a valid California driver's license for the class of vehicle driven and meet automobile insurability requirements of the County. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.